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COUNTY OF SAN MATEO
Human Services Agency
Departmental Correspondence

Date: October 10, 2001,
Hearing Date: October 30, 2001

To: Honorable Board of Supervisors

From: Maureen D. Borland, Director, Human Services Agency
Stuart Oppenheim, Northern Regional Director

Subject: Approval for the Human Services Agency Agreement with Shelter Network.

RECOMMENDATION

Adopt a resolution authorizing the President of the Board to execute an Agreement with Shelter Network in the amount of ONE HUNDRED FIFTY THOUSAND DOLLARS (\$150,000) for the Motel Voucher Program for the period October 1, 2001 through June 30, 2002.

Background

Shelter Network has provided services to homeless individuals and families for many years in San Mateo County. Shelter Network services include short-term shelter, transitional housing, case management to address barriers to permanent housing and follow-up services once permanent housing is secured. The Human Services Agency has funded many of these services that have enabled Shelter Network to have an eighty-five percent success rate in permanent placement of individuals and families that complete their programs.

The Human Services Agency through Children and Family Services and the Self-Sufficiency Programs has frequently placed homeless families in motels in emergency situations when no other shelter options are available. Families might stay in the motel anywhere from a few days to a few weeks or longer until space in shelter occurs. Often families in motels are unable to successfully move into permanent housing and develop a chronic pattern of homelessness.

During the budget hearings for the FY 2001-02, the Board of Supervisors approved \$400,000 for the development of transitional housing and the expansion of motel voucher management for homeless families.

DISCUSSION

Shelter Network will begin to work with families at the moment they are identified as needing emergency housing in a motel. Shelter Network will make arrangements for families to enter a Shelter Network program immediately if space is available or find appropriate space in a motel until a Shelter Network opening occurs. Case management services will begin at the point of referral and will continue until the family secures permanent housing. It is anticipated that housing and case management services offered by Shelter Network at the first incidence of homelessness will reduce the length of homelessness of families and the likelihood of repeated incidents of homelessness.

Shelter Network will manage the stay of families in motels, expedite the entry of families into Shelter Network, and provide case management related to housing issues for 45 families.

PERFORMANCE MEASURES

In the FY2000-01, the Human Services Agency, in collaboration with its community based partners, developed new Performance Measures in the course of preparing its budget in the format prescribed by Outcome Based Management and Budgeting (OBM). These measures, which appear in the table below are incorporated in the FY2001-02 Adopted Budget. This performance information has not been previously collected. An effort was made to calculate the information for prior fiscal years; however, the quality of the data is not reliable. The County Manager's Office has been advised that HSA will work with service partners to develop protocols for collecting and reporting data. Baseline data will be collected and reported in FY 2001-02 as implementation of OBM is carried forward. After baseline data is obtained, performance targets will be set for FY2002-03.

Performance Measures
Number of motels participating in motel voucher program.
Percent of families who need and obtain emergency shelter.
Number of families living in emergency shelter or using motel vouchers who move into permanent housing.

This agreement has been reviewed and approved as to form by the County Counsel's office

FISCAL IMPACT

The term of this Agreement is October 1, 2001 through June 30, 2002. The total amount of this obligation is \$150,000.

Of the \$150,000, \$90,000 is State and Federal funds of Child Welfare and CalWORKs funding. The balance of \$60,000 is Net County Cost.

Judy Davila ext. 7967

cc: Penny Bennett, County Counsel

BOARD OF SUPERVISORS, COUNTY OF SAN MATEO, STATE OF CALIFORNIA

* * * * *

RESOLUTION AUTHORIZING EXECUTION OF AN AGREEMENT WITH THE SHELTER
NETWORK FOR MANAGEMENT OF THE MOTEL VOUCHER PROGRAM
OCTOBER 1, 2001 THROUGH JUNE 30, 2002

RESOLVED, by the Board of Supervisors of the County of San Mateo, State of
California, that;

WHEREAS, there has been presented to this Board of Supervisors for its
consideration and acceptance, an agreement, reference to which is hereby made for
further particulars, whereby Shelter Network has agreed to provide a Motel Voucher
Program; and

WHEREAS, Shelter Network has agreed to provide case management services and
motel vouchers for homeless families that need emergency placement in motels; and

WHEREAS, it is in the best interest of the County to waive the Request for Proposal
process in that the Motel Voucher Program is a pilot program that will link homeless families as
early as possible to existing transitional housing services that the Human Services Agency
currently funds; and

WHEREAS, this Board has been presented with a form of such Agreement and
said Board has examined and approved same as to both form and content and desires to
enter into same;

NOW, THEREFORE, IT IS HEREBY DETERMINED AND RESOLVED that the
Request for Proposal Process is waived and that the President of this Board of Supervisors is,
and is hereby authorized and directed to execute said Agreement for and on behalf of the
County of San Mateo, and the Clerk of this Board shall attest the President's signature thereto.



**AGREEMENT BETWEEN
COUNTY OF SAN MATEO**

AND

SHELTER NETWORK

For the Period of

OCTOBER 1, 2001 THROUGH JUNE 30, 2002

**Agency Contact Person:
Judy Davila
Program Manager
Human Services Agency
650.595.7967**

**AGREEMENT WITH THE SHELTER NETWORK
FOR THE
MANAGEMENT OF A MOTEL VOUCHER PROGRAM**

THIS AGREEMENT, entered into this _____ day of _____, 2001_____,
by and between the COUNTY OF SAN MATEO, hereinafter called "County," and
SHELTER NETWORK hereinafter called "Contractor";

WITNESSETH:

WHEREAS, pursuant to Government Code, Section 31000, County may contract with independent contractors for the furnishing of such services to or for County or any Department/Agency thereof; and

WHEREAS, it is necessary and desirable that Contractor be retained for the purpose of performing the professional services for the Human Services Agency, with:

NOW, THEREFORE, IT IS HEREBY AGREED BY THE PARTIES HERETO AS

FOLLOWS:

The following exhibits and Agreement are attached hereto and incorporated by reference herein.

1. **Exhibits**

Exhibit A: Program Description

Exhibit B: Payment Schedule

Exhibit C: Compliance with Section 504

Exhibit D: Program Monitoring

Exhibit E: Equal Benefits Ordinance Compliance Form

2. **Services to be Performed**

In consideration of the payments hereinafter set forth in Exhibit B, attached hereto and incorporated by reference herein, Contractor, under the general direction of the Director of Human Services Agency, or her authorized representative, with respect to the product or result of Contractor's services, shall perform services as described in Exhibit A, attached hereto and incorporated by reference herein.

3. **Payments**

- A. **Maximum Amount** In full consideration of Contractor's performance of the services described in Exhibit A, the amount that the County shall be obligated to pay for services rendered under this Agreement shall not exceed ONE HUNDRED FIFTY THOUSAND DOLLARS (\$150,000) for the contract term.
- B. **Rate of Payment** The rate and terms of payment shall be as specified in Exhibit B. Any rate increase is subject to the approval of the Director of Human Services or her authorized representative, and shall not be binding on County unless so approved in writing. In no event may the rates established in Exhibit B be increased to the extent that the maximum County obligation shall not exceed the total specified in paragraph 4A above. Each payment shall be conditioned on the performance of the services described in Exhibit A to the full satisfaction of the Director of Human Services Agency or her representative.
- C. **Time Limit for Submitting Invoices** Contractor shall submit an invoice for services to County for payment in accordance with the provisions of Exhibit B. County shall not be obligated to pay Contractor for the services covered by any invoice if Contractor presents the invoice to County more than one-hundred eighty (180) days after the date Contractor renders the services, or more than ninety (90) days after this Agreement terminates, whichever is earlier.
- D. **Availability of Funds** Payment for all services provided pursuant to this contract is contingent upon the availability of County, State, and Federal funds. In the event the State or Federal government does not appropriate the necessary funds as part of either or both of their budgets, the County shall not be liable for any payment whatsoever; including, but not limited to, payments that are based on County funds. The County may terminate the agreement for unavailability of Federal, State or County funds.

4. **Relationship of Parties**

It is expressly understood that this is an Agreement between two (2) independent contractors and that no agency, employee, partnership, joint venture or other relationship is established by this Agreement. The intent by both County and Contractor is to create an independent contractor relationship. Contractor expressly acknowledges and accepts his/her tax status as, and the tax consequences, of an independent contractor. Further, as an independent contractor, Contractor expressly acknowledges and accepts that he/she has no rights, benefits, privileges and/or claims in any form whatsoever under, from through and/or pursuant to the San Mateo County Civil Services Rules.

5. **Hold Harmless**

Contractor shall indemnify and save harmless County, it's officers, agents, employees, and servants from all claims, suits, or actions of every name, kind and description, brought for, on account of: (A) injuries to or death of any person, including Contractor, or (B) damage to any property of any kind whatsoever and to whomever belonging; or (C) any other loss or cost, including but not limited to, the concurrent active or passive negligence of County, it's officers, agents, employees, or servants resulting from the performance of any work required of Contractor or payments made pursuant to this Agreement, provided that this shall not apply to injuries or damages for which the County has been found in a court of competent jurisdiction to be solely liable by reason of it's own negligence or willful misconduct.

The duty of Contractor to indemnify and save harmless, as set forth herein, shall include the duty to defend as set forth in Section 2778 of the California Civil Code.

6. **Insurance**

A. The Contractor shall not commence work or be required to commence work under this Agreement unless and until all insurance required under this paragraph has been obtained and such insurance has been approved by the Director of Human Services Agency and Contractor shall use due diligence to obtain such issuance and to obtain such approval. The Contractor shall furnish the Human Services Agency with certificates of insurance evidencing the required coverage, and there shall be a specific contractual liability endorsement extending the Contractor's coverage to include the contractual liability assumed by the Contractor pursuant to this Agreement. These certificates shall specify or be endorsed to provide that thirty (30) days notice must be given, in writing, to the Human Services Agency of any pending change in the limits of liability or of any cancellation or modification of the policy.

(1) **Worker's Compensation and Employer's Liability Insurance**

The Contractor shall have in effect during the entire life of this Agreement Worker's Compensation and Employer's Liability Insurance providing full statutory coverage. In signing this Agreement, the Contractor makes the following certification, required by Section 1861 of the California Labor Code:

I am aware of the provisions of Section 3700 of the California Labor Code which requires every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions of the Code, and I will comply with such provisions before commencing the performance of the work of this Agreement.

(2) **Liability Insurance** The Contractor shall take out and maintain during the life of this Agreement such Bodily Injury Liability and Property Damage Liability Insurance as shall protect him/her while performing work covered by this Agreement from any and all claims for damages for bodily injury, including accidental death, as well as any and all claims for property damage which may arise from contractor's operations under this Agreement, whether such operations be by himself/herself or by any sub-contractor or by anyone directly or indirectly employed by either of them. Such insurance shall be combined single limit bodily injury and property damage for each occurrence and shall be not less than the amount specified below.

Such insurance shall include:

- | | | |
|-----|-----------------------------------|--------------|
| (a) | Comprehensive General Liability | \$ 1,000,000 |
| (b) | Motor Vehicle Liability Insurance | \$ 1,000,000 |
| (c) | Professional Liability | \$ 1,000,000 |

- B. After one (1) year from the date this Agreement is first executed, the County may, at its sole discretion, require an increase in the amount of liability insurance to the level then customary in similar County Agreements by giving sixty (60) days notice to Contractor. County and its officers, agents, employees and servants shall be named as additional insured on any such policies of insurance, which shall also contain a provision that the insurance afforded thereby to the County, its officers, agents, employees and servants shall be primary insurance to the full limits of liability of the policy, and that if the County or its officers and employees have other insurance against the loss covered by such a policy, such other insurance shall be excess insurance only.
- C. In the event of the breach of any provision of this section, or in the event any notice is received which indicates any required insurance coverage will be diminished or canceled, the County of San Mateo at its option, may, notwithstanding any other provision of this Agreement to the contrary, immediately declare a material breach of this Agreement and suspend all further work pursuant to this Agreement.

7. **Non-Discrimination**

Contractor shall comply with the non-discrimination requirements described below:

A. **Section 504 of the Rehabilitation Act of 1973**

- (1) Pursuant to Section 504 (Public Law 93-112), the Contractor agrees that no otherwise qualified disabled individual shall, solely by reason of a disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination in the performance of this contract.
- (2) Compliance of Section 504 of the Rehabilitation Act of 1973, as amended, requires that all benefits; aids and services are made available to disabled persons on an equivalent basis with those received by non-disabled persons. Contractor shall agree to be in compliance with Section 504 requirements by 1) signing the Letter of Assurance, attached and incorporated herein as Exhibit C, or 2) by developing a plan for compliance to be submitted to the Section 504 Coordinator, Department of Health Services, as soon as possible but not later than by the end of the current Fiscal Year.

- B. **Non-Discrimination - General** No person shall, on the grounds of age (over 40), ancestry, creed, color, disability, marital status, medical conditions, national origin, political or religious affiliation, race, sex, sexual orientation or any non-job-related criteria be excluded from participation in, be denied the benefits, or be subjected to discrimination under this Agreement.
- C. **Non-Discrimination - Employment** Contractor shall ensure equal employment opportunity based on objective standards of recruitment, selection, promotion, classification, compensation, performance evaluations, and management relations, for all employees under this Agreement. Contractor's nondiscrimination policies shall be made available to County upon request.
- D. **Equal Benefits Compliance** With respect to the provision of employee benefits, Contractor will comply with the County Ordinance which prohibits contractors from discriminating in the provision of employee benefits between an employee with a domestic partner and an employee with a spouse.

8. **Violation of Non-Discrimination Provisions**

Violation of the non-discrimination provisions of this Agreement shall be considered a breach of this Agreement and subject the Contractor to penalties, to be determined by the County Manager, including but not limited to

- i) termination of this Agreement;
- ii) disqualification of the Contractor from bidding on or being awarded a County contract for a period of up to 3 years;
- iii) liquidated damages of \$2,500 per violation;
- iv) imposition of other appropriate contractual and civil remedies and sanctions, as determined by the County Manager.

To effectuate the provisions of this paragraph, the County Manager shall have the authority to:

- i) examine Contractor's employment records with respect to compliance with this paragraph;
- ii) set off all or any portion of the amount described in this paragraph against amounts due to Contractor under the Contract or any other Contractor between Contractor and County.

Contractor shall report to the County Manager the filing by any person in any court of any complaint of discrimination or the filing by any person of any and all charges with the Equal Employment Opportunity Commission, the Fair Employment and Housing Commission or any other entity charged with the investigation of allegations within 30 days of such filing, provided that within such 30 days such entity has not notified Contractor that such charges are dismissed or otherwise unfounded. Such notification shall include the name of the complainant, a copy of such complaint and a description of the circumstance. Contractor shall provide County with a copy of their response to the Complaint when filed.

9. **Child Abuse Prevention and Reporting**

Contractor agrees to ensure that all known or suspected instances of child abuse or neglect are reported to a child protective agency. Contractor agrees to fully comply with the Child Abuse and Neglect Reporting Act, Cal Penal Code 11164 et seq. Contractor will ensure all known or suspected instances of child abuse or neglect are reported to an agency (police department, sheriff's department, county probation department if designated by the county to receive mandated reports, or the county welfare department) described in Penal Code Section 11165.9. This responsibility shall include:

- A. A requirement that all employees, consultants, or agents performing services under this contract who are required by the Penal Code to report child abuse or neglect, sign a statement that he or she knows of the reporting requirement and will comply with it.
- B. Establishing procedures to ensure reporting even when employees, consultants, or agents who are not required to report child abuse under the Penal Code gain knowledge of, or reasonably suspect that a child has been a victim of abuse or neglect.
- C. Contractor agrees that its employees, subcontractors, assignees, volunteers, and any other persons who provide services under this contract and who will have supervisory or disciplinary power over a minor or any person under his or her care (Penal 11105.3) will be fingerprinted in order to determine whether they have a criminal history which would compromise the safety of children with whom Contractor's employees, subcontractors, assignees or volunteers have contact. All fingerprinting services will be at County's sole discretion and Contractor's sole expense.

10. **Assignments and Subcontracts**

- A. Without the written consent of the Director of Human Services Agency or her designee, this Agreement is not assignable in whole or in part. Any assignment by Contractor without the written consent of the Director of Human Services or her designee violates this Agreement and shall automatically terminate this Agreement.

- B. Contractor shall not employ subcontractors or consultants to carry out the responsibilities undertaken pursuant to this contract without the written consent of the Director of Human Services or her designee.
- C. All assignees, subcontractors, or consultants approved by the Director of Human Services or her designee shall be subject to the same terms and conditions applicable to Contractor under this agreement, and Contractor shall be liable for the assignee's, subcontractor's or consultant's acts and/or omissions.
- D. All agreements between Contractor and subcontractor and/or assignee for services pursuant to this Agreement shall be in writing and shall be provided to County.

11. **Records**

- A. Contractor agrees to provide to County, to any Federal or State department having monitoring or reviewing authority, to County's authorized representatives and/or their appropriate audit agencies upon reasonable notice, access to and the right to examine and audit all records and documents necessary to determine compliance with relevant Federal, State, and local statutes, rules and regulations, and this Agreement, and to evaluate the quality, appropriateness and timeliness of services performed.
- B. Contractor shall maintain and preserve all records relating to this Agreement in its possession of any third party performing work related to this Agreement for a period of three (3) years from the termination date of this Agreement, or until audit findings are resolved, whichever is greater.

12. **Compliance with Applicable Laws**

All services shall be performed in accordance with all applicable Federal, State, County and Municipal laws, ordinances, regulations, and funding mandates, including but not limited to appropriate licensure, certification regulations, confidentiality, civil rights, and quality assurance. Contractor will timely and accurately complete, sign, and submit all necessary documentation of compliance.

13. **Monitoring**

All services performed and payments made pursuant to this Agreement shall be monitored according to the protocols set forth in Exhibit D, attached hereto and incorporated by reference herein.

14. **Alteration of Agreement**

This Agreement is entire and contains all the terms and conditions agreed upon by the parties. No alteration or variation shall be valid unless made in writing and signed by the parties hereto, and no oral understanding or agreement shall be binding on the parties hereto.

15. **Interpretation and Enforcement**

A. Any notice, request, demand or other communication required or permitted hereunder shall be deemed to be properly given when deposited in the United States mail, postage prepaid, or when deposited with a public telegraph company for transmittal, charges prepaid, addressed:

- 1) In the case of County, to:
Judy Davila, Program Manager
Human Services Agency
262 Harbor Blvd, Bldg. A
Belmont, CA 94002
650. 595.7967
- 2) In the case of Contractor, to:
Michele Jackson, Executive Director
Shelter Network
1450 Chapin Avenue, Second floor
Burlingame, Ca 94010
1.650.685.5800

B. **Controlling Law**

The validity of this Agreement and of its terms or provisions, as well as the rights and duties of the parties hereunder, the interpretation and performance of this Agreement shall be governed by the laws of the State of California.

16. **Contractor's Outcome Based Management Responsibilities:**

Contractor will engage in activities and supply information required to implement the County's Outcome-Based Management and Budgeting (OBM) initiative. Activities include, but are not limited to:

- a. Attending planning and informational meetings;
- b. Developing program performance and outcome measurements;
- c. Collecting and submitting data necessary to fulfill measurement requirements;
- d. Participating in technical assistance and training events offered by the Human Services Agency and seeking technical assistance and training necessary to fulfill measurement requirements; and
- e. Participating in a review of performance and outcome information;
- f. Comply with OBM Implementation Guidelines as specified in memos released by the Human Services Agency.

Human Services Agency's Outcome Based Management Responsibilities:

- a. Provide technical assistance and support to assist contractor's implementation of the County's Outcome-Based Management and Budgeting (OBM) initiative.
- b. Issue and review OBM Implementation Guidelines.
- c. Conduct review of performance and outcome information.

17. **Term of the Agreement**

Subject to compliance with the terms and conditions of this Agreement, the term of this Agreement shall be from October 1, 2001 through June 30, 2002. This Agreement may be terminated by Contractor, Director of Human Services Agency, or her designee at any time upon thirty (30) days written notice to the other party.

IN WITNESS WHEREOF, the parties hereto, by their duly authorized representatives,
have affixed their hands.

COUNTY OF SAN MATEO

By: _____
Michael D. Nevin, President
Board of Supervisors, County of San Mateo

Date: _____

ATTEST:

Clerk of Said Board

Date: _____

SHELTER NETWORK

Contractor

Michele Jackson, Executive Director
Name, Title - Print

Michele Jackson
Signature

10/9/01
Date

77-0160469
Tax ID#

PROGRAM DESCRIPTION

**SHELTER NETWORK FOR THE
MANAGEMENT OF A MOTEL VOUCHER PROGRAM
October 1, 2001 through June 30, 2002**

Contractor will provide contracted services at mutually agreed upon location(s) in San Mateo County.

1. Contractor will provide the following services:
 - a. Develop a motel voucher system and issue voucher to participating motels. The 45 families who utilize the voucher program will be referred to Contractor by the County. In turn Contractor will evaluate and make appropriate referral for services to the participating motels. The motels will accept voucher as a guarantee for payment. The rates of payment for vouchers have been negotiated with the participating motels. The motel submits invoices to contractor for actual payment upon use of voucher.
 - b. Provide a short-term motel stay with access to transitional housing if appropriate, term of stay will not exceed two weeks without the Human Services Agency Program Manager approval;
 - c. Recruitment and retention of motels;
 - d. Establish relationships with local landlords;
 - e. Provide housing related case management services to families; and
 - f. Facilitate entry to transitional housing for appropriate families.
 - g. Educate families in Life Skills that will include:
 - How to look for housing;
 - How to be a good tenant;
 - How to retain housing; and
 - Money management.
 - h. Access resources such as Family Self-Sufficiency Team (FSST), Section 8, Moving to Work, Welfare to Work, move in expenses and furniture.
 - i. Attend FSST meetings when requested by HSA case manager.
 - j. Provide follow-up case management for 45 days after placement.
 - k. Coordination with ongoing CPS worker and other HSA case managers.
 - l. Provide the following reporting requirements:
 - Quarterly Service Reports.
 - Attendance at Quarterly meetings.

EXHIBIT B

PAYMENT SCHEDULE

**SHELTER NETWORK FOR THE
MANAGEMENT OF A MOTEL VOUCHER PROGRAM**

October 1, 2001 through June 30, 2002

In full consideration of the services provided by the Contractor pursuant to this agreement, County shall pay the Contractor according to the payment schedule described below:

I.

A. County shall pay Contractor upon receipt of the invoice on a quarterly basis for the management of a Motel Voucher Program described in Exhibit A. Payment for these services shall not exceed ONE HUNDRED FIFTY THOUSAND DOLLARS (\$150,000) for the contract term.

B. Quarterly payments for the administration of the Motel Voucher Program shall be made as follows:

October	2001	\$20,978.25
December	2001	\$20,978.25
March	2002	\$20,978.25
June	2002	<u>\$20,978.25</u>

Motel Voucher Program Administration Subtotal \$83,913.00

C. In addition, County shall pay Contractor upon receipt of an itemized invoice on a quarterly basis the amount to be reimbursed for the actual expenditures of motel vouchers.

Motel Vouchers Subtotal \$66,087.00

D. County shall pay Contractor upon receipt of invoice not to exceed ONE HUNDRED FIFTY THOUSAND DOLLARS (150,000) for the total Motel Voucher Program.

E. All payments under this Agreement must directly support services specified in this Agreement.

EXHIBIT C

**SHELTER NETWORK FOR THE
MANAGEMENT OF A MOTEL VOUCHER PROGRAM**

(Required only from Contractors who provide services
directly to the Public on the County's behalf.)
Assurance of Compliance with Section 504 of the
Rehabilitation Act of 1973, as Amended

The undersigned (hereinafter called the "Contractor(s)") hereby agrees that it will comply with Section 504 of the Rehabilitation Act of 1973, as amended, all requirements imposed by the applicable DHHS regulations, and all guidelines and interpretations issued pursuant thereto.

The Contractor(s) gives/give this assurance in consideration of for the purpose of obtaining contracts after the date of this assurance. The Contractor(s) recognizes/recognize and agrees/agree that contracts will be extended in reliance on the representations and agreements made in this assurance. This assurance is binding on the Contractor(s), it's successors, transferees, and assignees, and the person or persons whose signatures appear below are authorized to sign this assurance on behalf of the Contractor(s).

The Contractor(s): (Check a or b)

a. Employs fewer than 15 persons.

b. Employs 15 or more persons and, pursuant to section 84.7 (a) of the regulation (45 C.F.R. 84.7 (a), has designated the following person(s) to coordinate its efforts to comply with the DHHS regulation.

Shelter Network

Name of 504 Person

1450 Chapin Ave

Street Address

Burlingame, CA 94010

City, State, Zip Code

I certify that the above information is complete and correct to the best of my knowledge.

10/9/01
Date

Michelle Jackson Executive
Signature and Title of Director
Authorized Official

*Exception: DHHS regulations state that:

"If a recipient with fewer than 15 employees finds that, after consultation with a disabled person seeking it's services, there is no method of complying with (the facility accessibility regulations)...other than making a significant alteration in it's existing facilities, the recipient may, as an alternative, refer the handicapped person to other providers of those services that are accessible."

PROGRAM MONITORING

**SHELTER NETWORK FOR THE
MANAGEMENT OF A MOTEL VOUCHER PROGRAM
October 1, 2001 through June 30, 2002**

1. Contractor will provide quarterly reports to the Housing Community Development and Homelessness Program Manager for the County of San Mateo, Human Services Agency that will include the following:
 - a. Number of families served;
 - b. Number of days in the motel; and
 - c. Outcome for family when leaving the motel.
2. Contractor will meet with the Program Manager quarterly to review contract activities.
3. Contractor will provide to the Program Manager an annual report summarizing the contract activities.

COUNTY OF SAN MATEO

Equal Benefits Compliance Declaration Form

I Vendor Identification

Name of Contractor: Shelter Network
Contact Person: Randy Walker
Address: 1450 Chapin Ave
Burlingame, CA 94010
Phone Number: 650-685-5880 x17
Fax Number: 650-685-5881

II Employees

Does the Contractor have any employees? Yes No

Does the Contractor provide benefits to spouses of employees? Yes No

If the answer to one or both of the above is no, please skip to Section IV.

III Equal Benefits Compliance (Check one)

- Yes, the Contractor complies by offering equal benefits, as defined by Chapter 2.93, to its employees with spouses and its employees with domestic partners.
- Yes, the Contractor complies by offering a cash equivalent payment to eligible employees in lieu of equal benefits.
- No, the Contractor does not comply.
- The Contractor is under a collective bargaining agreement which began on _____ (date) and expires on _____ (date).

IV Declaration

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct, and that I am authorized to bind this entity contractually.

Executed this 7th day of Oct., 2001 at Belmont,
CA (City)

Michele Jackson
Signature

Michele Jackson
Name (Please Print)

Executive Director
Title

77-0160469
Contractor Tax Identification Number

County of San Mateo
Departmental Correspondence

(2 pages)

DATE: September 6, 2001
TO: Priscilla Morse, Risk Manager
Ext.- 4610, Fax -4864, Pony #EPS163
FROM: *(N)* Nalini Nath, Contracts Unit
Ext: 5184; Fax: 596-3478; Pony: HSA210
SUBJECT: Contract Insurance Approval
CONTRACTOR: Shelter Network

Does Contractor Travel and What Percent?

DUTIES: Will provide Motel Voucher Program to the Homeless families.

INSURANCE COVERAGE:	AMOUNT	APPROVE	WAIVE	MODIFY
Comprehensive Liability <u> </u> x Additional Insured	<u>\$1m</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Automobile Liability	<u>\$1m</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professional Liability	<u>\$1m</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Workers' Compensation No of Employees	<u>Statutory</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Remarks/Comments:

Thanks.

SIGNATURE: Priscilla Morse 9-7-01
Risk Management Date

ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YY)
07/09/2001

PRODUCER
Sinclair-Dwyer & Co., Inc.
231 Sansome St. #500
San Francisco, Ca. 94104
415 781-7830

INSURED Shelter Network of San Mateo County

1450 Chapin Avenue, 2nd Floor
Burlingame, CA 94010
650-685-5880 x17

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURERS AFFORDING COVERAGE

INSURER A: Nonprofits Insurance Alliance CA
INSURER B: Safety National Casualty
INSURER C:
INSURER D:
INSURER E:

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS MADE <input checked="" type="checkbox"/> OCCUR	2001-01344-NPO	07/01/01	07/01/02	EACH OCCURRENCE \$1,000,000
					FIRE DAMAGE (Any one fire) \$ 100,000
					MED EXP (Any one person) \$ 10,000
					PERSONAL & ADV INJURY \$1,000,000
					GENERAL AGGREGATE \$2,000,000
					PRODUCTS - COMP/OP AGG \$2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: POLICY <input type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC				
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	2001-01344-NPO	07/01/01	07/01/02	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000
					BODILY INJURY (Per person) \$
					BODILY INJURY (Per accident) \$
					PROPERTY DAMAGE (Per accident) \$
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC \$ AUTO ONLY: AGG \$
	EXCESS LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE DEDUCTIBLE RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	PR8270-2	07/01/01	07/01/02	<input checked="" type="checkbox"/> WC STATUTORY LIMITS OTH-ER
					E.L. EACH ACCIDENT \$1,000,000
					E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
	OTHER				

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS

CERTIFICATE HOLDER IS NAMED ADDITIONAL INSURED AS RESPECTS LIABILITY ARISING FROM NAMED INSURED OPERATIONS.

10 DAY NOTICE OF CANCELLATION FOR NON-PAYMENT OF PREMIUM.

CERTIFICATE HOLDER	<input checked="" type="checkbox"/> ADDITIONAL INSURED; INSURER LETTER: <u>A</u>	CANCELLATION
COUNTY OF SAN MATEO OFFICE OF HOUSING ATTN: NORMAN PASCOE 262 HARBOR BLVD., BUILDING A BELMONT, CA 94402		SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL <u>30</u> DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE 